



USFR MEMORANDUM NO. 201

TO: School District Administrators; County School Superintendents

FROM: Magdalene D. Haggerty, Office of the Auditor General
Vicki G. Salazar, Arizona Department of Education (ADE)

DATE: August 15, 2003

SUBJECT: Fiscal Year 2003-04 Revenue Budget Form (Supersedes USFR Memorandum No. 189)

Arizona Revised Statutes (A.R.S.) §15-991(E) requires school district governing boards, on or before September 15, to prepare a final estimate of revenue from all sources, and to maintain a copy for public inspection. The Auditor General and ADE developed the Revenue Budget in Excel to assist districts in complying with the preparation and submission requirements for the final estimate of revenue. All districts must electronically submit a copy of the Revenue Budget to the Superintendent of Public Instruction. Districts not participating in the accounting responsibility program must also submit a copy to the County School Superintendent. ADE will only accept the FY 2003-04 Revenue Budget submitted electronically using either the Excel forms with the 8/03 revision date or software that produces an electronic file in a format approved by ADE. Districts may download a copy of the Excel forms from the Auditor General's Web site at www.auditorgen.state.az.us/forms.htm or from ADE's Web site at www.ade.az.gov/schoolfinance/forms/budgets.

The completed forms must be uploaded via the Common Logon, on ADE's Web site at www.ade.az.gov/commonlogon. For password information or help, please contact ADE's Support Center at (602) 542-7378 [outside the Phoenix area call (866) 577-9636] or e-mail at enterprise@ade.az.gov.

Amounts on the form should be rounded to the nearest dollar.

On page 1 of the form, separate lines are provided for recording cash in the bank and cash on deposit with the county treasurer. The imprest amount of the district's Maintenance and Operation Fund revolving account should be recorded on line 1, Cash in Bank.

Line 3 on page 1 should be used to disclose any portion of the beginning cash balance in the Debt Service Fund that will not be used in the budget year to pay principal and interest on outstanding bonds. Even though A.R.S. §15-906(B) does not require the Debt Service Fund cash balance to be used to reduce taxes in the budget year, the District should consider using the cash balance for that purpose.

The following changes have been made to the FY 2003-04 Revenue Budget form. First, line 30 on page 1 that was deleted from the prior year's Revenue Budget was added back to include the budgeted overrides and debt service expenditures to be provided by secondary property tax levy. Second, lines 29 and 30 on page 1 now include a total. Lastly, line 6 on page 2 was added to include the Instructional Improvement Fund revenues.

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The date the Revenue Budget is electronically submitted to ADE should be recorded on the cover page and printed out for either the Clerk or President of the Governing Board to sign where indicated. The Superintendent and Business Manager should also sign the cover page. A copy of the cover page must be mailed to ADE, School Finance, Bin 13, 1535 West Jefferson, Phoenix, AZ 85007.

If you have any questions or need assistance, please call the Office of the Auditor General, Accounting Services Division at (602) 553-0333, or the Arizona Department of Education, School Finance Operations Unit at (602) 542-5695.

MDH/VGS/gr

Enclosure